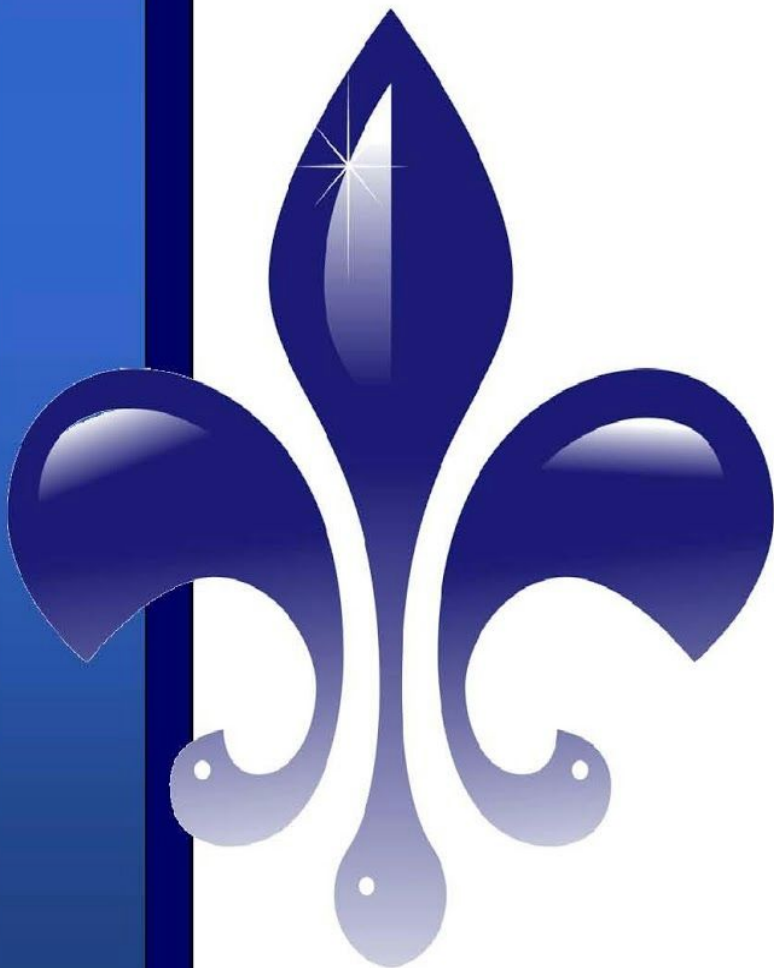
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Housing and Residence Life Handbook



2015-2016

Table of Contents:

- Residence Hall & Apartment Housing3
- Community Living.....4
- Residence Hall & Apartment Agreement Information.....4
- Residence Hall & Apartment Services.....5
- Residence Life & Community Living Standards.....7
- Residence Life & Community Living Policies.....8
- Facility Policies & Guidelines.....10
- Emergency Procedures.....14



Residence Hall & Apartment Housing

(physical address and front desk phone number)

University Residence Halls

Clemens Hall

3630 West Pine Mall
314.977.1500

DeMattias Hall

3825 West Pine Mall
314.977.1560

Fusz Hall

3700 West Pine Mall
314.977.2984

Griesedieck Hall

3630 West Pine Mall
314.977.1500

University Apartments

Grand Forest Apartments

3400 Laclede Avenue
314.977.2075

Marchetti Towers East Apartments

3520 Laclede Avenue
314.977.3089

Marchetti Towers West Apartments

3530 Laclede Avenue
314.977.3094

Village Apartments

314.977.1558

Anderson Hall

3746 West Pine Mall

Brown Hall

3744 West Pine Mall

Chan Hall

3740 West Pine Mall

Donnelly Hall

3742 West Pine Mall

Marguerite Hall

3811 West Pine Mall
314.977.3070

Pruellage Hall

3753 West Pine Mall
314.977.1558

Reinert Hall

303 South Grand Blvd.
314.977.3080

Walsh Hall

3630 West Pine Mall
314.977.1500

Robert May Hall *(graduate and professional student housing)*

3331 Locust Street
314.977.3094

The Flats at Three Seven Four

374 South Grand Blvd
314.531.5533

Eagleton Hall

3807 West Pine Mall

Fox-Clark Hall

3805 West Pine Mall

Gunn Hall

3803 West Pine Mall

C.S. Huh Hall

3801 West Pine Mall

Community Living at Saint Louis University

On-campus living at Saint Louis University provides an integral part of a student's educational experience, offering opportunities and services beneficial to their overall development. We expect students to be responsible and involved citizens in the residential community and thus active co-constructors who participate in making and carrying out decisions affecting their community. Residents will come together to create community standards that each student will be held accountable for as a participant in the residential experience. Residents will also work with their roommates, suitemates, or apartment mates to create an agreement on how their personal living area should be managed throughout the year. Students are vital in the process of creating their residential environment

As a residential student, you enjoy and receive considerable freedom, and with that freedom comes many responsibilities. You are responsible for your room/living unit. Regardless of your presence, you are responsible for all activities that occur there if you have knowledge of others' activities or fail to take proper actions to stop any activity. You are also responsible for your actions, the physical environment of the building, and the community as a whole. If you are aware of, or in the presence of, a violation of University policy, and remain in the presence of, or fail to take reasonable actions to stop the violation, you are giving your implied consent to this violation, and could be held responsible.

A benefit of attending a Jesuit University is our strong commitment to values. We value your right to privacy, freedom of choice, and the responsibility that comes with those freedoms. Your room/living unit is a private space and we try to respect your privacy as best we can. You have the freedom of choice, and that, as individuals, you will make decisions that will affect your life. Hopefully, these decisions will be a result of a close examination of available information, and your own careful thought. It is in this context that you will make decisions about how you will act, represent yourself and comply with the expectations of other residents, the University and the law. It is important that you examine and consider the predictable outcomes or results of your actions. Our expectation, then, is that you will comply with these policies, as well as any local, state or federal laws.

This Housing and Residence Life Handbook is designed to provide you with information about services, policies, procedures and opportunities that will enable you to fully participate in on-campus living. As a residential student it is your responsibility to review this handbook as well as the Community Standards. If you have any questions, please talk to a Housing and Residence Life (HRL) staff member or contact the Department of Housing and Residence Life at (314) 977-2811 or via email at reslife@slu.edu.

Residence Hall & Apartment Contract Information

The following information is from the Saint Louis University Housing Contract. Read and preserve your copy of the housing agreement as you have assumed full responsibility for complying with its contents. By signing the Housing Contract each resident demonstrates that he or she understands and agrees to the conditions of the contract. This contract is for the academic year. It is also expected that each resident has read and understands all policies in the HRL Handbook.

Administrative Reassignment

The University reserves the right to reassign an individual or a group of individuals at any time. This policy is usually, but not exclusively, applied to situations where an individual student or group of students has had recurring behavioral problems or community damage.

Residents of communities (room or floor) with environments that are displaying behaviors inconsistent with the University's values, mission or policies are subject to an administrative move. If an administrative reassignment occurs, the student(s) will be responsible for any additional room charges that may be affiliated with the new assignment. The central housing office will determine when an administrative move is deemed necessary. If an administrative move occurs, parent/ guardians could be notified of the reassignment. Additionally, students may also be administratively reassigned in order to consolidate space.

Room Entry

Housing and Residence Life staffs reserve the right to enter a student's room/living unit to ensure, among other things, health, safety, and maintenance in residence halls/living units. This includes quarterly inspections for health, safety and cleanliness. Room searches will be conducted in accordance with the guidelines listed in the Room Search section of this guide and the terms and conditions of the Housing contract. The Department of Housing and Residence will not facilitate entry of a non-resident, including family members, into a student's room without the explicit (verbal or written) consent of that student.

Room Responsibility

You are responsible for your room/apartment. Regardless of your presence, you can be held responsible for all activities that occur there and may be processed through Office of Student Responsibility and Community Standards.

Room Search

Saint Louis University and the Department of Housing and Residence Life reserves the right to conduct a "room/living unit search" for the reasons set forth in the residence hall contract and when it has been determined, in the discretion of appropriate University officials, that sufficient cause exists.

- ❖ The Director, Associate Director, Assistant Director of Housing and Residence Life, Vice President of Student Development, or the Vice President's designee will make this determination. After proper authority has been granted, the search will be conducted in the following manner:

The search process:

- ❖ Two university staff members will conduct the search.
- ❖ In most cases, the persons conducting the search will knock on the residence hall/living unit door and announce themselves before entering.
- ❖ Students who are present will be informed of the purpose of the search. Students are not required to be present, unless requested by staff. If so requested, students must remain in the room/living unit or under supervision of staff. Searches may be conducted in the students' absence.
- ❖ All areas and spaces of the room/living unit, and all objects and containers within the room/living unit, may be searched. Illegal or unauthorized items will be confiscated and residents will be provided with a list of these items taken. Items violating local, state or federal laws may be turned over to law enforcement authorities.
- ❖ Department of Public Safety or police officers with proper authority may initiate a search within normal legal guidelines. These procedures may supersede the above guidelines. The information gathered during this process may be processed through the conduct system.

Residence Hall & Apartment Services

Communication with Students

Students will receive important information from the Housing and Residence Life Department via their SLU e-mail account. Students should monitor this account regularly as information will not necessarily be sent in other ways. Students may have their email accounts from other addresses/platforms forwarded to

their SLU e-mail account. Assistance with this can be obtained by calling ITS Help Desk at 977-4000. Emergency notification/timely alerts are sent by DPS. You can register and/or update you information in myslu.slu.edu under Banner Self-Service.

Desk Operations

All residence halls and Marchetti Towers Apartments are staffed 24- hours with a highly-trained student desk worker. The purpose is to provide additional security for the building. At the desks, a variety of other services and information are provided. The desk area functions as the primary point of contact for each hall and serves as a place to call in any problems that may require the assistance of Housing and Residence Life staff member or the Department of Public Safety, (314) 977-3000.

In order to gain access to the lobby of a residential area a student must utilize their student ID to gain access to the front door. Students who desire to enter the residential section of a building must have their access rights approved by swiping their student ID through the card reader at the Security Desk. For more information see Visitation/ Host and Guest Responsibilities.

The desk is often a busy, high-traffic area that provides a wide variety of services to residents of the building. We expect that all students will cooperate with reasonable requests and be considerate of the desk staff. No type of harassment, verbal abuse, or other similar behaviors will be tolerated. Students who have misplaced their ID may have their access verified with a State Driver's License, Passport, or Military ID Card, and Banner ID.

Emergency Contacts

Residential students must register their confidential emergency contact information through myslu.edu and on their emergency card as part of the residence hall/apartment check-in process. In the event of an emergency, University personnel could access the information to notify your designated emergency contact.

Missing Person

Residential students must also register their confidential emergency contact Information on their emergency card as part of the residence hall/apartment check-in process. A student's confidential contact information will be accessible only by authorized University personnel and law enforcement officials in the course of a missing persons investigation.

Identification Card

The SLU ID card has many functions including access to campus residential areas, the library, the Simon Recreation Center, and use in dining facilities. Each student is issued a SLU ID card upon becoming a student at the University and is expected to carry it on with them at all times they are on campus.

Students are required to swipe their SLU ID cards each time they enter a residence hall or Marchetti Towers. Students who have misplaced their ID may have their authorization verified in other manners but may be asked to wait until it is convenient for the Security Desk Worker to do so. Any attempt to falsify residential information or access a building under another's identity may result in severe conduct action.

SLU ID cards are the property of Saint Louis University and may be requested back at the end of the Housing Contract period. Each student is responsible for the care and maintenance of their SLU ID card. Students must have their ID card in order to access their University meal plan. Abused, misused or lost cards may be replaced by the Parking and Card Services Department for a \$25 charge. There is no refund for lost cards that have been found.

Information Technology

University's Appropriate Use Policy: It is the obligation for all students to familiarize themselves and follow the policy at: <http://www.slu.edu/Documents/its/AUPjune2005.pdf>.

All residential facilities have high-speed wired and wireless internet. Students are prohibited from setting up their own wireless routers or printers in residential facilities

Residence Life Community Living Standards

Saint Louis University Residence Life Community Living Principles

As a student living on campus, and as a student in our residential community, your participation is a vital and important contribution in enhancing the community and the SLU experience.

As a member of our community you will experience...

...a residential community that creates and promotes service, social engagement, personal responsibility and acceptance for others that are different than you. By living in the residential community you will experience social and educational opportunities to explore that will enhance your SLU experience.

...a residential floor/ area that establishes relationships that will remain beyond your SLU experience. A floor that creates a learning environment outside of the classroom that engages you in discussion and challenges you to explore yourself and the world around you. A floor that is disciplined, compassionate, just and able to promote mutual respect fosters bonds that will strengthen the community and its members.

...a personal residential space for you to relax, refresh and reflect on your SLU experiences and to give you the energy to go out into the community to live out the University Mission of being men and women for others.

As a member of your residential community, we hope you embrace the principles of respect, civility, fairness and support the common good for the entire community.

To maintain a unique community living experience you as a member are expected to exercise responsibility and to abide by established community standards.

Community standards are designed to promote and preserve an atmosphere conducive to community living. Community standards are developed by all residents as a collective unit within the first week of the Fall semester and will be posted on the floor. All residents are responsible for knowing and adhering to these standards. Additionally, roommates will create a roommate or apartment agreement at the beginning of the academic year. These standards are to be adhered to by the occupants of the room and guests of the room. All standards are supplemental to the Community Standards, Residence Life Handbook, and the Housing Contract. Any violation of the standards may result in disciplinary action. Standards that duplicate Community Standard violations are noted after the standard with the appropriate Community Standard violation. When possible, allegations involving violating these standards will be charged under the Community Standards. Any housing community standard, not duplicating a Student Code of Conduct, may be treated as an administrative violation for failing to meet Housing Standards, Housing Contract or the Residence Life Handbook or referred to Community Standards Violations.

“Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University Website.”

For more information on the Community Standards and to read all policies and procedures related to Community Standards at Saint Louis University, go to <http://www.slu.edu/office-of-student-responsibility-and-community-standards/2014-2015-student-handbook>

To review the Housing Contract go to:

<http://www.slu.edu/housing-and-residence-life/housing-and-dining/apply-terms-and-conditions>

Residence Life Community Living Policies

4.2 Residence Life Standards

4.2.1 Alcohol, Host Responsibility – Students living in residence halls, university owned/staffed buildings who are 21 years of age or older may bring small amounts of alcohol for personal consumption into the space to which they have been assigned. Residents who choose to use alcohol legally are expected to do so in a responsible manner, including, but not limited to, not distributing alcohol to minors, and not consuming alcohol in the presence of guests (non-roommates) who are under the age of 21. With the exception of a roommate, no alcohol is permitted in the presence of an underage Student.

a. Alcohol collections and/or displays are prohibited in all residential spaces.

4.2.2 Building Exterior – Failure to follow the following guidelines jeopardizes the safety of community members:

a. The propping open of residence hall exterior doors is strictly prohibited.

b. Throwing or dropping objects from windows or balconies is prohibited.

c. Students are prohibited from being out on a ledge, windowsill, or a building roof. This includes entering and exiting from them.

4.2.3 Elevator Abuse- Residents should abide by elevator guidelines (occupancy, etc.) to ensure the safety of themselves and others and to ensure the safe operation of the elevator.

4.2.4. Hall Sports/Recreation - Out of respect for property and university facilities, sports or general rough-housing are not permitted in the hallways or lounges. Additionally, wheeled transportation (including, but not limited to, bikes, motorized and nonmotorized scooters etc.) are not permitted in the residence halls/ apartment living units.

4.2.5 Host Responsibility - Hosts are responsible for all actions of their guests.

4.2.6 Housekeeping/Cleanliness – Students living in university housing are asked to maintain a high standard of housekeeping and cleanliness.

a. The assigned space and furnishings should be kept clean and sanitary.

b. Garbage and other items to be discarded should be placed in the appropriate trash rooms or dumpsters.

c. Students should clean up trash and personal items in common areas after use.

4.2.7 In the Presence of Alcohol - Anyone under the age of 21 is not allowed to be in the presence of alcohol in a residence hall, and university owned/leased apartments. Underage students who have roommates who are over 21 can be in their living space when alcohol is present, however, the underage student cannot consume alcohol and no one else under 21 can be present when alcohol is being consumed.

- 4.2.8 Keys and Residence Hall Access - Students are expected to abide by all university housing lockout policy procedures, including reporting lost or missing residence hall keys or access cards immediately. In addition:
- a. Students are not allowed to give their SLU ID, room and/or entrance keys to others.
 - b. Falsification of information in an attempt to obtain a back-up key is strictly prohibited.
- 4.2.9 Living Assignments – Students are expected to adhere to all aspects of the housing contract in respect to assigned spaces including:
- a. Resident rooms and apartment spaces are to be occupied by only those assigned to the room/apartment by Housing and Residence Life and are not to be occupied, or loaned/leased without prior consent of Housing and Residence Life, to other residents or nonresidents.
 - b. Refusing to accept or impeding an effort by Housing and Residence Life to make an assignment to a vacant space is prohibited.
- 4.2.10 Noise - Failure to adhere to the noise guidelines
- a. Quiet hours are in effect from midnight to 8 am, Monday through Friday, and from 2 am through 10 am, Saturday and Sunday, in all buildings. Each floor may establish additional quiet hours, so that residents may count on undisturbed quiet activities such as relaxing, studying, and sleeping. During final exam periods quiet hours are in effect for 24 hours.
 - b. Moderate noise levels that promote an atmosphere of academic success should be maintained during all hours other than those designated as quiet. Students should be considerate by observing these hours and responding appropriately to requests to lower noise volume.
 - c. Noise that can be heard outside of a room or in the courtyard of a building by placing a stereo out the window, yelling out the window, or using amplification devices is prohibited at all times.
- 4.2.11 Occupancy - In order to maintain reasonable occupancy levels, gatherings in a residence hall room or apartment should not exceed more than four times the designed occupancy level (i.e. a 2 person room may not have more than 8 people).
- 4.2.12 Open Flame/Element Devices - Open flame or open element devices (including, but not limited to, candles-wick or no wick, incense, George Foreman grills, toasters, toaster ovens, barbeque grills, etc.) are not permitted in the residence halls/apartment living units (kitchen items exempted in apartments with kitchens) or in building indoor or outdoor common areas.
- 4.2.13 Overnight Guests/Cohabitation - Residents may have overnight guests in the halls in accordance with the visitation guidelines in place for their particular building. Such guests, however, may not stay for more than 3 days without expressed permission from the Residence Hall Coordinator. Cohabitation is not permitted.
- 4.2.14 Pets - Pets are not permitted in the residence halls/apartment living units except for fish or hermit crabs in small bowls or an aquarium that is limited to 10 gallons.
- 4.2.15 Residential Community Damage - Students are expected to respect university property, as well as the property of other community members. Damages, alterations, or removals to residence hall rooms, buildings, and other community member's property.
- 4.2.16 Restroom Civility - At no time should individuals be in a restroom facility designated for a gender other than their own gender identity.

4.2.17 Sales/Solicitation - Sales or solicitation (including, but not limited to, running a business out of your room, magazine sales, pizza sales, etc.) is not permitted in the residence halls/apartment living units. All materials to be distributed to the residence halls/students must be approved by SGA advertisement guidelines and be sent through the Housing and Residence Life Office.

4.2.18 Screens/Doors - Students may not remove, alter, or tamper with window screens, door closures, locks, etc. Additional locks may not be added to the room or bathrooms doors. Screens must remain on windows at all times.

4.2.19 Unregistered Guests - Hosts are expected to meet and register their guests at the building entrance or desk and escort them at all times while in the building. At no time should any resident provide entrance to the building to anyone who is not his or her guest.

4.2.20 Visitation - In order to best support students in the residence halls and apartments, visitors are permitted only during specified hours and in accordance with any roommate agreement. The following hours are established to support students while facilitating positive, social and educational interactions. Students living in any University managed residence halls or apartments may check in guests of different genders at the front desk during the following hours:

- Sunday 7:00am - Monday 2:00am
- Monday 7:00am - Tuesday 2:00am
- Wednesday 7:00am - Thursday 2:00am
- Thursday 7:00am - Friday 2:00am
- Friday 7:00am - Saturday 4:00am
- Saturday 7:00am - Sunday 4:00am

Although The Village Apartments and Grand Forest Apartments do not have a front desk. It is expected that residents of those apartments follow the visitation hours outlined in this policy.

4.2.21 Prohibited Items/Actions - Possession of a prohibited item or the behavior of a prohibited action as described:

Prohibited Items:

-Air conditioners- both window and portable units except those provided by the university

-Halogen lamps, lava lamps, sunlamps, and incandescent bulbs

-Hookahs or waterpipes

-Devices used to promote irresponsible drinking (beer bong, funnels, kegs, party balls, and similar devices typically used to promote excessive alcohol consumption)

-Alcohol collections or trophies (pyramids, excessive bottles, cans, cartons)

-Extension cords (unless multiple outlet-type with built-in fuses and/or surge protector)

-Items obstructing egress/exit paths in rooms or hallways

-Outside antenna/satellite dish

- Live cut trees or wreaths
 - Signs considered to be University, government, or another's property
 - Wireless internet routers
 - Locks, latches, or similar devices for interior and exterior doors beyond those provided by the university
- Prohibited Actions:
- Removal of University-issued room furniture or relocation of any University-issued residential furniture
 - Hanging items on sprinkler heads or piping
 - Utilizing smokeless tobacco or electronic cigarettes inside a building

Facility Policies & Guidelines

Appliances

Most typical appliances are allowed, provided they are used in a safe and proper manner, (See Restricted Items from University Housing). Students are permitted to use UL power strips. Multiple extension and/or inappropriate power extension cords are not permitted. The University is not responsible for damage to appliances or items inside the appliance due to power outages, power surges, and the like.

- a. Refrigerators in the residence halls must not exceed 3.2 cubic feet or draw more than 1.5 amps, and there may not be more than one refrigerator per room.
- b. Microwaves in residence halls must not draw more than 5.8 amps, or exceed 700 watts, and must be plugged into an UL power strip with built-in circuit breaker, or a “dedicated outlet,” in rooms with such. There may not be more than one microwave per room.

Balconies and Porches

As a safety precaution, no more than four people may be on a balcony at any given time. Balconies should remain free of debris, laundry and grills (not permitted on campus). Bicycles may also be placed in this area in a quantity consistent with the number of occupants in the unit. Hammocks are not permitted to be hung from balconies/porches/patios.

Students may place their personal furniture on the balcony/patio/porch. University furniture should not be placed on balconies, patios, or porches in order to keep it from being exposed to the elements and in good functional condition. If the residents of an apartment are found with university furniture on their balcony, porch, or patio, they will receive a warning to place it back inside within 24 hours..

Motorcycles, mopeds and other similar motorized vehicles are not permitted on balconies/porches/patios.

No item should be thrown or dumped from balconies/porches/patios. Strands of lights, wind chimes, and any other decorations are not to be hung from balconies. The only item that may be hung from the balcony/patio is the flags recognized by the United Nations. Such flags should be secured in such a manner that they do not have the potential to harm other residents or University property and displayed in accordance to the regulations of displaying the nation's flag.

Bicycles and Other Wheeled Transportation (roller blades, skateboards, etc.)

Wheeled transportation is not permitted in the hallways or lounges of residence halls or apartment living units. They must be safely and securely stored in individual rooms and or bicycle racks located

throughout campus. All bicycles must be registered through the Department of Public Safety and Emergency Preparedness, <http://www.slu.edu/x22899.xml>, and removed at the end of the school year.

Decorations

You are encouraged to make your room more personal and homelike. However, we ask that you do not damage or permanently alter the room/living unit. If you have any questions about what you may or may not do, ask the Housing and Residence Life staff. Any permanent damage will result in damage fees. The guidelines for decorating are as follows.

- ❖ Do not use double-sided tape, putty, duct tape, or other substances that will leave a “gummy” residue on your door, walls, or furniture.
- ❖ For plaster and drywall surfaces, use thumbtacks and small nails (no more than 10 per wall). For cinderblock walls, use blue painters tape or Command® hooks.
- ❖ Use only tacks or nails smaller than four penny in size (see local hardware stores in area for fourpenny nails). Do not use screws, large nails or other implements to hang items. Do not put multiple holes in close proximity to each other.
- ❖ Do not hang wallpaper, border paper, or anything that will permanently adhere to the walls.
- ❖ Mirrors, extra shelves, hooks, and other such items need to be removed at the end of the year. They are not considered room improvements.
- ❖ Do not line drawers or shelves with adhesive-backed paper.
- ❖ At the end of the year, students are billed for any damage to the room. Damage not claimed by one person will be split between all residents residing in the room.

At the end of the year, students are billed for any damage to the room. Damage not claimed by one person will be split between all residents residing in the room.

Elevators

To keep elevators in running order, do not overload, force doors open, stop the elevator, jump, use alarm buttons (except in emergencies), or otherwise misuse the equipment. Elevator abuse poses a serious threat to safety. If the elevator stops between floors, stay calm, remain in the elevator and use the alarm button and/or call box. A staff member or Department of Public Safety and Emergency Preparedness will come assist you with evacuating.

Cleanliness

The Building Service Worker’s responsibility is for daily, normal, anticipated cleaning. Residents will be asked to clean up excessive messes, and individuals will be charged a minimum of \$50 per residence hall room or \$50 per apartment areas (living room, bedroom, kitchen, bathroom, and balcony) for excessive messes. Excessive messes in public areas, including but not limited to trash, will result in a minimum charge of \$5 per resident who resides in that area.

Residents who can be attributed to inappropriately placing debris in common spaces/areas in and around residential areas (including outdoors) will be fined \$50 per item. This may be divided between residents of a particular room or apartment unless a resident takes responsibility.

Furniture

All University furnishings must remain in students’ rooms/living units at all times unless the Director, Associate Director or an Assistant Director approves them in writing. A student may be assessed the actual, non-depreciated replacement cost for room furniture that is not present in the room or is present but damaged at any time of the year. Personal furniture, with the exception of waterbeds, is permitted, as long as it adequately fits in the room. Please refer to the section on lofts regarding their guidelines and restrictions. Roll guards for upper bunks of beds are available by contacting the Residence Hall

Coordinator. Swimming pools are not considered furniture and are prohibited from all University housing units.

Keys

Unauthorized possession, duplication or use of keys or unauthorized access to any University building or area on University premises.

For safety reasons, it is important for students to keep their room/apartment keys with them at all times and always lock their door. All lost, stolen or broken keys must be reported to the Security Desk overseeing that respective residential area immediately. Keys are issued at check-in remain the property of the University and are to be used only by the student assigned to that room/apartment during their contract period.

No University issued key may be duplicated, modified or loaned to another person. The student is responsible for their room/apartment key until they have officially checked out of their room/living unit. Lost room/apartment keys require lock "core" changes.

Lock-outs

Residents may check out a lock-out key for their room/apt at the following location:

- ❖ DeMattias, Fusz, Griesedieck, Marguerite, Pruellage and Reinert available at the Security Desk of that building
- ❖ Grand Forest and Marchetti East available at the Marchetti East Security Desk
- ❖ Village Apartment available at the Pruellage Security Desk

Students may check out a lock-out key only to the room to which they are currently assigned. Attempting to gain access to another person's lock-out key and/or another person's room/living unit with a lock-out key may result in severe disciplinary action.

If the key is returned within 15 minutes, a lock-out charge will not be assessed. For safety and security reasons, lock-out keys not returned within 24 hours may result in an automatic lock change at the resident's expense. A student is allowed to accumulate four lock-out marks per year without being assessed. Five or more lock-outs will result in an assessment of \$5 each.

A duplicated key will not be accepted at check-out or as a returned lock-out key. Should this occur the student will be assessed for a core change. Pursuant to the terms and conditions of the Residence Life Contract and this Handbook, staff members of the Housing and Residence Life may enter your room for emergency, safety or other reasons. See Room Search Policy for additional information. Students may not place any additional non-University security devices or non-University locks on their door.

Lofts

Homemade lofts are not permitted in any residence hall or apartment style living unit. Students residing in residence halls will be provided resources to have their bed lofted (www.bedloft.com). Not all facilities have beds that are able to be lofted. Please contact a Housing and Residence Life staff member for more specific information what is offered in your residence hall. Do not place your lofted or bunked bed in front of the window or air condition units.

Saint Louis University is not responsible or liable for any injury or damages sustained through a resident's decision to use a loft. Lofts may only be assembled/disassembled or repaired by request. Please contact www.bedloft.com or your Residence Hall Coordinator.

Painting/ Repairing

Painting or repairing student rooms by residents is not allowed. Students who have painted or repaired their walls will be charged to return them to their original condition.

Restitution for Community Damages

In the event of damages occurring in community spaces or residence hall rooms/apartments, student responsible may be asked to provide restitution in order to repair property damaged. It is the goal of Housing and Residence Life to maintain the highest quality facilities possible and thus rely on all community members to share in accountability for quality of the community spaces.

Monetary restitution will be determined on a case by case basis in order to repair damage. Labor as restitution in the event of creating excessive messes will also be considered on a case by case basis.

Roofs

For safety reasons, all roofs, overhangs and locked porches are off-limits to students.

Windows and Screens

Windows fitted for screens are required to have the screen(s) secured in place and in proper positions at all times. It is the resident's responsibility to timely submit a work order if his/her screen falls out or is no longer properly secured. Safety stops, if applicable, on windows must remain intact at all times. It is the resident's responsibility to timely submit a work order if the window stop is not properly in place and secured.

Hanging, dropping or throwing anything out of an open window, including using the window for entry, exit or sitting, will result in severe disciplinary action, including but not limited to fines, dismissal or suspension from University housing, suspension and/or dismissal from the University. Where applicable, safety bars fitted on windows must remain latched at all times and should be opened only in the event of an actual emergency.

Work Orders

Submit a FAMIS work order for Facilities services ac/heating units, clogged sinks and toilets, door hardware, and many other issues through myslu.slu.edu or <http://www.slu.edu/x47022.xml>

Emergency Procedures

At Saint Louis University, your safety and security are a top priority. With the cooperation of each and every student, our halls/living units will be safe environments for all to enjoy. Evacuation routes, procedures and assembly areas are listed in each residential area as well emergency procedure training takes place each semester. Each student is expected to familiarize him/herself with the appropriate evacuation routes of the facility. Students should follow the directions of Housing and Residence Life, Department of Public Safety, or other emergency personnel all times during an emergency. If you have questions about the Emergency Procedures please contact the Housing and Residence staff in your building immediately.

In the event of the following emergency, please follow these instructions. Inform your Residence Hall Coordinator at the beginning of the semester of any disabilities that might keep you from following the emergency instructions. Using the Banner system, please provide your cell phone number for use in case of an emergency.

Designated Reassembly Locations

If a building needs to be evacuated (fire alarm, facility related concern) below are the designated assembly sites:

Griesedieck Complex — Simon Recreation Center

Grand Forest, Marchetti Towers East and West — Busch Student Center

Reinert Hall — Busch Student Center

All housing units west of the clock tower — Xavier Hall

The Flats — Busch Student Center

Robert May Hall — Wool Center

Earthquakes

- ❖ Brace yourself firmly in a doorway or move against an interior wall, kneel or sit with legs drawn into chest and cover your head with your arms.
- ❖ When shaking stops exit the building using stairs. Do not use elevators.
- ❖ Check on fellow students. Provide assistance to those needing help.
- ❖ Once outside, move away from the building into an open area, away from buildings and electrical wires.
- ❖ Aftershocks may occur. Remain in your assembly area until told to do otherwise by the proper authorities.
- ❖ Go to designated re-assembly area.

Elevator Failure

If you become trapped:

- ❖ Remain calm.
- ❖ Use the emergency elevator phone or alarm button to call for help.
- ❖ Do not attempt to pry open doors.
- ❖ Do not attempt to use the overhead hatch.
- ❖ Emergency assistance will be directed to your location.

If you believe someone is trapped in an elevator:

- ❖ Contact the Department of Public Safety at (314) 977-3000.
- ❖ Be prepared to tell the dispatcher on what floor you believe the person(s) is trapped.
- ❖ Talk to the person(s) inside of the elevator by yelling through the door.
- ❖ Remind them to remain calm and assure them assistance is on the way.

Fire

- ❖ Familiarize yourself with the fire alarms and evacuation routes or exits or fire extinguishers.
- ❖ Evacuate when fire alarm sounds.
- ❖ Do not use elevators.
- ❖ Assist others during the evacuation.
- ❖ Go to your designated re-assembly area.
- ❖ Call Department of Public Safety (314) 977-3000.

If you discover a Fire...

- ❖ Pull a fire alarm.
- ❖ If fire is small and you are trained, use the nearest, proper fire extinguisher.
- ❖ DO NOT ENDANGER YOURSELF OR OTHERS.
- ❖ If the fire cannot be extinguished, evacuate the building.
- ❖ Contain the fire by closing the doors, if possible.
- ❖ Assist others during the evacuation.
- ❖ Use the building stairs. Do not use elevators.

- ❖ Go to your designated re-assembly area.

Hazardous Condition

- ❖ If you see, smell or hear something that might be a hazard, call the Department of Public Safety at (314) 977-3000.

Mental Health

- ❖ If you are facing a life-threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000.
- ❖ Consult with an on-call University Counseling Center staff member at (314) 977-TALK
- ❖ Contact your Resident Advisor or Residence Hall Coordinator.
- ❖ Speak with a Campus Minister.

Medical Emergency

- ❖ If facing a life threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000
- ❖ Student Health can be reached at (314) 977- 2323 for a health concern that is not considered an emergency.
- ❖ Be familiar with the location of automated external defibrillators.

Missing Students

- ❖ If a member of the University community has reason to believe that a student who resides in on-campus residential housing is missing, they should immediately notify the Department of Public Safety at (314) 977-3000.
- ❖ Contact your Resident Advisor or Residence Hall Coordinator.

Sexual Misconduct

- ❖ If facing a life threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000
- ❖ To speak confidentially, contact University Counseling Center staff member at (314) 977-TALK
- ❖ To speak with a confidential off-campus, contact SAFE CONNECTIONS at (314) 531-2003
- ❖ Contact your Resident Advisor or Residence Hall Coordinator
- ❖ Speak with a Campus Minister.
- ❖ To access the full policy, reporting, and resources go to www.slu.edu/here4you

Hate-Bias Related

- ❖ If you are involved or witness a hate-bias related incident you should contact Department of Public Safety at (314) 977-3000,
- ❖ Contact Resident Advisor or Residence Hall Coordinator.
- ❖ For more information and resources, go to <http://www.slu.edu/general-counsel-home/office-of-institutional-equity-and-diversity/hate-crimes-and-bias-related-incident-protocol>

Sharps Containers

- ❖ Please contact Student Health at (314) 977-2323 for information regarding obtaining a sharps container and disposal of sharps container.

Power Outage

- ❖ If it lasts more than a few minutes, go to the first floor.
- ❖ Listen for announcements from Department of Public Safety and follow their instructions.

- ❖ Help ensure that everyone is aware of the instructions.

Flood Information

- ❖ If you discover a water leak/ flood, immediately call the Department of Public Safety at (314) 977-3000.
- ❖ If able, shut off the source of the water.
- ❖ Notify a Resident Advisor, Desk Worker or Residence Hall Coordinator.

Tornado/ Severe Weather

- ❖ Go to a pre-designated shelter area such as a safe room, basement, or the lowest level of the building. If there is no basement, go to the center of an interior room such as a closet, bathroom or interior hallway, away from corners, windows, doors, and outside walls.
- ❖ Put as many walls as possible between you and the outside.
- ❖ Get under a sturdy table or piece of furniture and use your arms to protect your head and neck.
- ❖ Do not open windows.

Sounds like a Gunshot

- ❖ Turn off lights to the room and close the blinds.
- ❖ Lock or barricade the door and wait for help to arrive.
- ❖ Hide where you cannot be seen and do not huddle together.
- ❖ Call the Department of Public Safety (314) 977-3000.
- ❖ If you are on the ground floor and can exit the building safely and quickly, do so.

Additional emergency related material can be located at: <http://www.slu.edu/x31570.xml>